



# Rhode Island Clean Marina Certification Checklist

Marina/Boatyard Name: \_\_\_\_\_  
 Owner/Manager: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Type of Facility (check one):**  
☐ Marina, no boatyard  
☐ Marina, with boatyard  
☐ Boatyard, no slips  
☐ Other (describe): \_\_\_\_\_

## Directions

Use this form to conduct a self-assessment of your facility and to guide you through the process of becoming certified as a Rhode Island Clean Marina. Representatives from the Rhode Island Clean Marina Program will also use this form to verify your self-assessment and certify your facility as a Rhode Island Clean Marina.

In order to be certified as a Rhode Island Clean Marina, you **must be in compliance with all applicable regulatory requirements (●) and adopt all applicable mandatory best management practices (★)**. Regulatory requirements and mandatory BMPs are identified with **bold** text on this checklist. Additional optional BMPs are listed as well. As the Clean Marina Program matures, it is likely that some of the optional BMPs will become mandatory for Clean Marina certification. The “not-applicable” (N/A) option is offered so that the items that do not pertain to your facility will not be counted against you.

Please mail your completed checklist to:

RI Clean Marina Program  
 Coastal Resources Management Council  
 Oliver Stedman Government Center  
 4808 Tower Hill Road  
 Wakefield, RI 02879

Area 1: Permits, Plans, Forms and Records			Yes	No	N/A
Indicate whether you are in compliance with each of the following requirements					
●	1	CRMC Assent (p. 7)			
●	2	RIPDES Multi-Sector Discharge Permit (p. 8)			
●	3	Storm Water Pollution Prevention Plan (SWPPP) (p. 9)			
●	4	RIPDES Individual Permit (p. 9)			
●	5	Petroleum Storage:			
●	5a	Above Ground Tanks			
		1. Overfill protection (p. 9)			
		2. Secondary containment (p. 9)			
		3. Inspection reports (p. 10)			
		▪ Monthly			
		▪ Annual			
		▪ Ten-year			

<b>Area 1: Permits, Plans, Forms and Records</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Indicate whether you are in compliance with each of the following requirements				
● 5b	<b>Underground Storage Tanks (UST)</b>			
	1. Current certificate of registration (p. 11)			
	2. Pollution liability insurance (p. 11)			
	3. Records			
	▪ Permanent (p. 13)			
	▪ Routine operations (p. 13)			
	▪ Product inventory and leak detection (pp. 13-14)			
● 5c	<b>Gasoline Dispensing Facilities</b>			
	1. Stage I Vapor Control System (p. 17)			
	2. Records of daily throughput (p. 17)			
● 6	<b>Air Pollution Control Regulation No. 9 (Pre-construction Permit (pp. 14-15)</b>			
● 7	<b>Air Pollution Control Regulation No. 22 (Air Toxics Operating Permit (pp. 15-16)</b>			
● 8	<b>Air Pollution Control Regulation No. 29 (Operating Permit) (pp. 16-17)</b>			
● 9	<b>Certification for all refrigerant technicians (p. 18)</b>			
● 10	<b>Hazardous Waste Management:</b>			
	a. Storage requirements (p. 20)			
	b. Weekly inspection records (p. 20)			
	c. Labeling requirements (p. 22)			
	d. Hazardous waste manifests (pp. 22-23)			
	e. Biennial reports (p. 23)			
● 11	<b>Is your floor drain(s) properly permitted? (p. 24)</b>			
● 12	<b>Oil Spill Response:</b>			
	a. Oil spill response equipment (all facilities) (p. 24)			
	b. Oil spill response plan (p. 26) OR			
	c. Spill Prevention, Control and Countermeasure (SPCC) Plan (p. 27-28)			
● 13	<b>Hazardous Waste Spill Response:</b>			
	a. Spill response plan (p. 28)			
	b. Spill response equipment (p. 29)			
● 14	<b>Do you have fire extinguishers? (p. 29)</b>			
● 15	<b>Are they tested annually? (p. 29)</b>			
★ 16	<b>Contingency plans for emergencies other than releases of oil/hazardous waste (e.g., hurricane, health emergency) (pp. 30-31)</b>			
● 17	<b>Training records (p. 32)</b>			
	a. SWPPP			
	b. Hazardous waste management			
	c. Oil spill response			
	d. Fire prevention and response			
	e. General emergency response			
● 18	<b>Material Safety Data Sheets (MSDS) (p. 32)</b>			
● 19	<b>Current EPCRA (Right-to-Know) Tier II Form (pp. 32-33)</b>			
SCORING ( number of "yes" responses ÷ number of applicable items) x 100 = _____				
Minimum required score for this section is 100 percent.				

Area 2: Boater and Contractor Education			Yes	No	N/A
Check appropriate box for each question below					
DO YOU:					
★	1	incorporate best management practices into all contracts, i.e., with customers and contractors? (p. 67)			
★	2	post signs detailing best management practices for: (pp. 67-70)			
		a. Trash disposal?			
		b. Solid waste recycling?			
		c. Liquid waste recycling?			
		d. Pumpout?			
		e. Fuel dock?			
		f. Vessel maintenance?			
★	3	distribute environmental education materials to patrons? (p. 71)			
SCORING (number of "yes" responses ÷ number of applicable items) x 100 = _____					
Minimum required score for this section is 100 percent.					

Area 3: Vessel Maintenance			Yes	No	N/A
Check appropriate box for each question below					
Mechanical Activities					
DO YOU:					
★	1	have oil absorbent materials available when doing boat maintenance? (p. 35)			
★	2	use drip pans when handling any type of liquid? (p. 35)			
★	3	store engines and parts under cover on an impervious surface? (p. 35)			
★	4	minimize chances of spills during oil changes? (p. 35)			
★	5	drain and recycle oil filters? (p. 35)			
★	6	provide a system to recycle gasoline filters?			
★	7	minimize impacts of parts washing? (p. 36)			
★	8	use low-toxic propylene glycol antifreeze? (p. 36)			
★	9	store spent lead acid batteries in a covered area, layered with wood if stacked? (p. 36)			
★	10	prevent contaminants from reaching floor drains? (p. 36)			
Hazardous Materials					
DO YOU:					
★	11	minimize your use of hazardous materials? (p. 37)			
★	12	contract with an industrial laundry service to clean shop towels and rags? (p. 38)			
Liquid Waste					
DO YOU:					
★	13	recycle used oil? (pp. 38-39)			
★	14	recycle used antifreeze? (pp. 38-39)			
	15	encourage boaters to swap leftover material? (p. 39)			
	16	heat with used oil? (p. 39)			
Bottom Preparation, Painting and Fiberglass Repair					
DO YOU:					
	17	designate work areas? (p. 39)			
★	18	collect and properly dispose of all maintenance debris? (p. 39)			
★	19	contain debris from abrasive blasting? (p. 40)			
★	20	contain dust from sanding, scraping and grinding? (p. 40)			
	21	do you make environmentally-responsible equipment available to do-it-yourselfers? (p. 40)			
★	22	minimize impacts of fiberglassing operations? (p. 40)			
	23	minimize impacts of painting operations? (p. 40)			
★	24	conduct all paint spraying in a protective enclosure? (p. 41)			

Area 3: Vessel Maintenance			Yes	No	N/A
Check appropriate box for each question below					
	25	use spray equipment with high transfer efficiency such as HVLP or HELP spray guns? (p. 41)			
	26	promote the use of bottom paints with the least negative impacts? (p. 41)			
<b>Hauling and Storing Boats</b>					
<b>DO YOU:</b>					
★	27	remove visible solids from pressure wash water before discharge? (p. 41)			
★	28	use phosphate-free and biodegradable detergents and cleaning compounds for washing topsides and decks? (p. 42)			
★	29	encourage boat owners to fill fuel tanks to no more than 85 percent of capacity prior to winterization? (p. 42)			
★	30	add stabilizers to fuel prior to winter storage to prevent degradation? (p. 42)			
★	31	inspect and clean bilges prior to extended storage? (p. 42)			
	32	encourage customers to cover their boats with reusable material (e.g., canvas covers)? (p. 42)			
★	33	recycle used shrink wrap? (p. 42)			
<b>In-Water Maintenance</b>					
<b>DO YOU:</b>					
★	34	conduct in-water maintenance in a manner which minimizes releases of pollutants? (p. 42)			
★	35	discourage in-water bottom cleaning or offer mid-season haul-out cleaning service at reasonable cost to reduce in-water boat cleaning? (p. 42)			
SCORING (number of "yes" responses ÷ number of applicable items) x 100 = _____					
Minimum required score for this section is 75 percent.					

Area 4: Fueling			Yes	No	N/A
Check appropriate box for each question below					
<b>DO YOU:</b>					
★	1	regularly inspect and repair fuel transfer and storage equipment? (p. 46)			
★	2	remove holding clips from fuel nozzles? (p. 46)			
	3	have Stage II Vapor Recovery equipment? (p. 46)			
★	4	have oil absorbent material available for fuel dock staff and customers to clean up drips and small spills? (p. 46)			
★	5	maintain other controls and procedures at the pumps to prevent spills? (pp. 46-47)			
★	6	have staff trained in proper fueling, spill prevention, and safety techniques supervising the fuel dock? (p. 46)			
	7	carry vent line whistles, vent cups, absorbent fuel collars or other fuel spill preventative devices in your ship's store? (p. 65)			
★	8	prohibit the use of detergents and emulsifiers on fuel spills? (p. 48)			
SCORING (number of "yes" responses ÷ number of applicable items) x 100 = _____					
Minimum required score for this section is 85 percent.					

<b>Area 5: Sewage Handling</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>
Check appropriate box for each question below					
<b>DO YOU:</b>					
★	1	offer affordable, convenient pumpout facilities to customers? (pp. 49-50)			
	2	offer affordable, convenient pumpout facilities to the general public? (pp. 49-50)			
★	3	keep your pumpout facility in good working order? (p. 50)			
★	4	have a dump station or wand attachment to empty portable toilets?			
★	5	provide clean bathrooms for customers? (p. 51)			
	6	address the special sewage handling needs of live-aboards? (p. 51)			
★	7	Is your septic system regularly maintained and functional? (p. 51) If yes, what is the last known date of inspection or service?			
SCORING (number of "yes" responses ÷ number of applicable items) x 100 = _____					
Minimum required score for this section is 75 percent.					

<b>Area 6: Storm Water Management</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>
Check appropriate box for each question below					
<b>DO YOU:</b>					
	1	use low impact development techniques when developing/altering upland portions of your facility? (p. 53)			
	2	pave only those areas that are absolutely necessary? (p. 53)			
	3	have a vegetated buffer between impervious surface (like pavement) and the marina basin? (p. 53)			
★	4	maximize on-site stormwater treatment best management practices such as vegetated catch basins, extended detention basins, filter strips, parking lot "islands," rain gardens, rain barrels, etc? (pp. 53-54)			
★	5	maintain catch basins and other stormwater management structures, as necessary? (p. 54)			
	6	stencil storm drains with non-toxic paints, e.g., "Don't Dump - Drains to Narragansett Bay"? (p. 54)			
SCORING (number of "yes" responses ÷ number of applicable items) x 100 = _____					
Minimum required score for this section is 75 percent.					

<b>Area 7: Facilities Management</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>
Check appropriate box for each question below					
<b>DO YOU:</b>					
★	1	provide covered trash containers in convenient locations away from the water? (p. 56)			
★	2	provide clearly marked recycling containers for solid waste, e.g., plastic, glass and aluminum? (p. 56)			
★	3	prohibit disposal of fish waste in the marina basin and/or provide for the proper disposal of fish waste? (p. 57)			
	4	encourage customers to clean up after their pets by posting signs and/or providing bags to scoop up wastes? (p. 58)			
★	5	use environmentally-responsible cleaning products and techniques? (pp. 58-59)			
	6	use native plants in landscaping and/or vegetated coastal buffers? (p. 60)			
	7	practice water-wise landscaping? (p. 60)			
★	8	minimize the use of fertilizers and pesticides on landscaping? (p. 60)			
	9	conserve energy? (pp. 60-61) If yes, briefly describe energy conservation measures you've implemented:			
	10	conserve water? (p. 62) If yes, briefly describe water conservation measures you've implemented:			
	11	publicize your environmentally-responsible practices? (p. 62 and 64)			
	12	offer environmentally-responsible products for sale? (p. 65)			
<b>SCORING</b> (number of "yes" responses ÷ number of applicable items) x 100 = _____ <b>Minimum required score for this section is 75 percent.</b>					